



Alaska Air National Guard Announcement Number: AKANG 11-54

Position Title: Command Post Superintendent

AFSC: 1C391

Grade Req: MIN E7

MAX E8

**** Assignment effective no sooner than 1 SEP 2011****

Unit/Duty Location: 168th Air Refueling Wing, Eielson Air Force Base, Alaska

OPENING DATE: 1 JUNE 2011

CLOSING DATE: 1 JULY 2011

WHO MAY APPLY/AREAS OF CONSIDERATION: NATIONWIDE

AREA OF CONSIDERATION: *Applications for this announcement (AKANG 11-54)* that will be forwarded for consideration will consist of all Alaska National Guard personnel who 1) currently hold the advertised AFSC at the advertised skill level, and meet the grade requirement listed above *or* 2) AKANG members who meet the minimum criteria for retraining (specifications listed below) and meet the grade requirement *or* 3) personnel who are eligible to become members of the Alaska Air National Guard, possess the AFSC or meet the minimum criteria for retraining as stated below in addition to meeting the listed grade requirements. If you do not meet any of these criteria, your application will not be forwarded for consideration.

SELECTING SUPERVISOR: Col Wenke

Major duties may include:

- Manage and perform activities within fixed ground, mobile and airborne command and control (C2) facilities such as installation and expeditionary command posts (CP), operations, rescue coordination, and Combatant Command and Major Command command centers
- Provide command, control, communications, and information support throughout the full spectrum of operations to include peacetime, emergency and disaster situations, crisis, contingency and war
- Disseminate time-sensitive critical information to senior leaders and support agencies
- Established procedures for operational reports, readiness reports, and the Status of Resources and Training System (SORTS) report. Report international treaty compliance information
- Use communications systems and consoles to affect positive control of assigned forces and weapons systems
- Support chemical, biological, radiological, nuclear, and explosive, and conventional warning and reporting activities
- Ensure compliance with operations center and CP policies and procedures
- Perform C2 actions to support Homeland Security, National Defense, and Air Force operations
- Provide C2 of worldwide nuclear and conventional forces supporting Emergency Plans, Operations Orders, and Operations Plans
- Facilitate C2 in support of the Installation Emergency Management (EM) Program
- Coordinate actions to ensure prompt response during EM operations including immediate mobilization of resources and participation of agencies and organizations. Receive, process, and disseminate emergency action messages via voice and record copy systems
- Encode, decode, and transmits and relays presidential decisions to execute and terminate nuclear and conventional force operations
- Relay C2 instructions for diversion, recall, evacuation, recovery, and reconstitution of forces
- Coordinate and executes search and rescue activities. Coordinate with other agencies and organizations during planning, executing, and evaluation phases of CP operations
- Initiate, receive, and takes action on alert messages
- Flight-follow and manage aerospace resources and monitors mission status to include aircraft, aircrew support, transportation, maintenance support, fleet services, and passenger and cargo support. Coordinate mission delays with installation and external agencies. Monitor status of launch and space assets
- Monitor status and location of key personnel, such as group commanders and above, to facilitate immediate communications with higher headquarters when necessary. Ensure proper use and control of resources and classified material.
- Perform self-inspections. Ensures operational readiness and adherence to standards. Recommends actions to correct CP procedural deficiencies. Maintains and disseminates local and worldwide current and forecasted weather to include watches, advisories and warnings to installation populace and aerospace resources. Ensures existing directives for executing and controlling assigned forces are understood and properly applied
- Prepare and submits operational, readiness, SORTS, international treaty, and aerospace asset reports
- Analyze and disseminate information derived from operational and readiness reports
- Operate and monitors voice, data, and alerting systems. Receive and disseminate time-critical information to and from the commander to internal and external agencies during daily operation, natural disasters and wartime and contingency operations to affect positive control of assigned forces and weapons
- Coordinate actions to ensure prompt response during disaster operations (pre, trans, and post), including immediate activation and recall of all resources and participating agencies and organizations
- Monitor actions to preserve life, minimize damage, and restore operations following natural disasters (trans and post), accidents, wartime attacks, and military operations other than war. Coordinates, directs, and monitors actions to allow continuation or restoration of vital functions and operations. Maintains operational status displays
- Maintain proficiency in C2 systems and aircraft flight following and mission management systems such as Theater Battle Management Core Systems and Global Decision Support System - 2
- Establish manpower, communications, equipment, and facility requirements
- Maintain Communications Security (COMSEC) to i.e. receive, safeguard, utilize, inventory, issue and destroy COMSEC material
- Maintains CP personnel, information, operations, computer, emission, industrial and physical security programs
- Perform administrative actions. Compile and maintain entry authority list. Coordinate and provides input to installation support plans. Maintain directives and daily events log
- Additional duties as assigned

See page 2 for Initial Eligibility Criteria, Desirables and All Required Documentation needed

Initial Eligibility Criteria:

APTITUDE REQUIREMENT
Electrical – 60

PHYSICAL PROFILE
PULHES – 333233

SECURITY CLEARANCE
Secret

➤ Normal color vision as defined in AFI 48-123, *Medical Examinations and Standards*.

Desirables:

- Knowledge is mandatory of: Air Force organization and administration; EM the National Incident Management System (NIMS) and Air Force Incident Management System (AFIMS); C2 data systems and reporting; automated data processing equipment use, capabilities, and limitations; techniques of presenting data; data collection procedures and summary techniques; purpose of command post for preparing, executing, and controlling assigned forces; emergency actions and directives; command weapon systems movement and transfer procedures; encode, decode; and authorization procedures used by command of assignment
- Experience in functions such as handling automated operational data, controlling input and output data from automated CP systems using data processing devices, and communication operations. Experience performing or supervising functions of CP operations. Experience managing and directing CP functions

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. <u>Acceptance of demotion must be in writing and included in the assignment application package</u>
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES: Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office, HRO, Building 49000 Room D-209, Post Office Box 5800, Joint Base Elmendorf Richardson, AK 99505-5800**. Complete applications must be received in HRO-AGR office no later than 1600 or postmarked on or before the closing date. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received that are not signed will not be forwarded for consideration. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for but the application package must include at least the NGB-34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 4-5 are requested *by the selecting supervisor*. If the requested documents are not submitted, you may include a letter of explanation.

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position)
2. CURRENT Records Review RIP (available on vMPF)
3. CURRENT Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic)
5. Cover Letter & Resume

****SUBMIT NO STAPLES/NO BINDINGS****

**** Alaska Air National Guard - Applicants who do not possess advertised AFSC must sign a statement of agreement that they will retrain to the required AFSC upon accepting the position within 12 months. Signed statement must be submitted with application****

QUESTIONS:

The HRO Liaison- 168th Force Support Flight, MSgt Ashley Hill, 907-377-8758 (DSN 317-377-8758)

To verify receipt of application, you may call 907-428-6242 (DSN 317-384-4242)

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and MOS some positions may have gender restrictions.